

STATE CONTROLLER'S OFFICE
PERSONNEL/PAYROLL SERVICES DIVISION
P. O. BOX 942850
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DATE: March 14, 2017

LEAVE ACCOUNTING LETTER #17-004
(Civil Service Only)

TO: All Agencies in the California Leave Accounting System (CLAS)

FROM: Debra Spellman, Chief
Personnel/Payroll Services DivisionRE: **CLARIFICATION ON TRANSACTION CODES 46 & 47**

Transaction Codes 46 (Transfer To) and 47 (Transfer From) are now being used to transfer Leave to Savings Plus, as described in Leave Accounting Letter #17-003, at the link below:

<http://www.sco.ca.gov/Files-PPSD-Letters/Clas/117-003.pdf>

To clarify how these Transaction Codes should be posted, please see the information below:

<u>Name</u>	<u>Code</u>	<u>Function</u>	<u>Post to</u>
Transfer To	46	Debits (-)	Benefit donating time (VA or AL)
Transfer From	47	Credits (+)	Benefit receiving hours (SV)

The transactions can be confusing, since the name sounds as if the opposite function is being performed. However, once the transactions are posted they identify the other benefit involved in the transfer. Please see below for an example of how the Transaction and Comments field appear on the B16 – Leave Benefit Transaction History Inquiry Screen.

After the Transfer To (46) transaction is posted to Vacation (or Annual Leave), it appears as follows:

Transfer To Leave Benefit: SV

Once the Transfer From (47) transaction is posted to the Savings Plus Benefit, it appears as follows:

Transfer From Leave Benefit: VA

Lastly, unlike transfers between Vacation and Annual Leave, the transfer transactions posted for the Buy Back – Savings Plus Program should be posted to the same leave period.

If you have any questions regarding this letter, please contact the Leave Accounting Liaison Unit at (916) 327-0756.

DS:JMH:CLAS